

Job Details		
Job Title:	Head of Learning	
School/Dept/Institute & Centre:	Centre of the Cell, Blizard Institute, SMD	
Reports to:	Director of the Centre of the Cell and Institute Manager	
Grade:	6 Professional Services	Full Time: 35 hours per week
Appointment period:	Indefinite	
Current Location:	Whitechapel	

### Job Context

Centre of the Cell is a science education centre located in the Blizard Institute. The Centre has visitors from school groups during term time and family groups during the school holidays. It also runs an outreach programme for schools, and a Youth Membership Scheme for young people aged 14 – 19. In Autumn 2018, the centre's new learning space, 'Neuron Pod', will be opening.

The School of Medicine and Dentistry (SMD) is a significant constituent of QMUL. It is organised into 6 separate Institutes, of which the Blizard Institute is the largest, with a personnel of c450, financial turnover of £60 million per annum; and research expenditure of over c£20 million per annum.

The Institute is organised into 6 separate Centres, which though complementary and following the Institute strategic plan, also have Centre-specific objectives and requirements.

In addition to the usual academic staff of a university, the Institute also employs a significant number of clinical academic staff who are intrinsic to the delivery of clinical practice, primarily within Barts Health NHS Trust, but also in other NHS Trusts (eg Homerton). This clinical dimension adds a significant degree of complexity, bringing with it, for example, a requirement to understand NHS workings, clinical career and training paths and GMC/medical Royal Colleges/DoH regulations and requirements in the employment and training of clinical staff.

### Job Purpose

- To strategically plan and lead the development and delivery of Centre of the Cell's Learning Programme for schools, young people, families and the public
- Manage/supervise a team of specialist staff to ensure that the Learning Team targets and funded projects are delivered on time and on budget
- To contribute to the development and delivery of the Centre of the Cell's long-term sustainability
- To communicate with the funders of the Learning Programme, including writing funders' reports and hosting visits for funders
- To lead the expansion of Centre of the Cell's Learning Programme and Learning Team, through the implementation of new projects, particularly to utilise the opportunities afforded by the opening of 'Neuron Pod'

### Main Duties & Responsibilities

- To strategically plan and lead the development and delivery of Centre of the Cell's Learning Programme for schools, young people, families and the public
- To ensure that the needs of Centre of the Cell's audience are met, with a high level of customer service delivered throughout the Learning Programme

- To contribute to the development and delivery of the Centre of the Cell's long-term sustainability
- To develop new sources of income, through consultancy and other new projects for Centre of the Cell
- To manage Centre of the Cell's Learning Team, including three members of the core team, special project staff, and a team of casual staff
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- To communicate with the funders of the Learning Programme, including writing funders' reports and hosting visits for funders
- To report to senior management and external funders
- To oversee the project management of Centre of the Cell's funded projects to ensure targets are achieved on time and on budget
- To co-ordinate the development of new content and updating of existing content with scientists, medical practitioners, hospital staff, other QMUL staff and staff from other organisations
- To work closely with staff in other QMUL outreach and widening participation projects to maximise impact and pool resources
- To lead Centre of the Cell's evaluation strategies
- To manage the marketing of the Centre's learning programmes, including school mail shots, social media, e-newsletters and events listings

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential / Desirable
<b>Qualifications</b>	BSc in Biological Sciences or related subject or significant vocational experience	E
	Higher degree	D
	PCGE / Qualified Teacher Status	D
<b>Knowledge, skills and experience</b>	Significant experience of managing a learning team in a museum, science centre, educational charity or within higher education or equivalent experience	E
	Substantial management experience, including experience managing a team delivering several different projects in parallel	E
	Project management and evaluation experience	E
	Fundraising experience	E
	Experience in contributing to strategic planning	E
	Experience in reporting to senior management and external funders	E
	Extensive, in-depth knowledge and understanding of education and the requirements of schools and teachers	E
	Knowledge of best practice in STEM learning	E
	Excellent management skills	E
	Understanding of financial management procedures	E
	Strong interpersonal skills including motivational, negotiating, influencing and relationship building	E
	Willing to be flexible on hours of work on a regular basis	E

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**

# Job Profile Person Specification

